



# **Evidence Guide to Amendments for Clerks**

Vitals Information Partnership (VIP)

**Electronic Death Registration System (EDRS)**

Revision v.1 November 26, 2014



MASSACHUSETTS REGISTRY OF VITAL RECORDS AND STATISTICS

## Evidence Supplement for Amendments in VIP EDRS

## Notes

## Notes

Use this page to make notes about your own workflows and processes, which may differ by facility and practice.

## Evidence Supplement for Amendments in VIP EDRS

### Summary

This document is intended as a supplement to the Quick Start Guides for Amending Records. Please print the appropriate guide and follow the steps to assist you in completing your amendment in VIP.

Before you begin an amendment in VIP, you should obtain all of the evidence necessary for that amendment unless the evidence is the signed Attestation Form or the online Certification of the record in EDRS. These occur after the amendment has been started as part of the certification process. Please refer to section 2 of this document for the amended fields and appropriate evidence.

There are two different types of Amendment in the VIP EDRS. These can be found under the **Death → Modify → Menu Options**.

## Evidence Supplement for Amendments in VIP EDRS

### Section1: Select Amendment Type, Document Evidence & Deponent

Main -- Death -- **Modify**

Adjustment | Amend Medical | Amend Administrative | Abandon Mod | Continue Mod

1

Use Amend Administrative when you are only going to make changes to information on Tabs 1-5. This selection will only allow changes to tabs 1-5.

2

Use Amend Medical if you are going to amend information on tabs 6-9. This selection will allow changes to all tabs 1-9. So, if you have changes that need to be made to date of disposition (Tab 5) and date of death (Tab 6), you could do so in one amendment. You will be required to obtain recertification on the medical information on the death record.

The following depicts the evidence options listed in EDRS for an Administrative Amendment: Your first selection cannot be "Other." These lists are editable by the Registry. Contact the Registry if your evidence is not in the list.

The screenshot shows the 'Evidence' window in the VIP EDRS system. It contains a grid of evidence selection fields. A dropdown menu is open for 'Evidence (1)', displaying a list of document types. The list includes: ORIGINAL RECORD, ADDENDUM TO CERTIFICATE OF DEATH, ATTESTED COPY OF IMMIGRATION AND NATURALIZATION PAPERS, BURIAL PERMIT, CERTIFIED COPY OF BIRTH RECORD, CERTIFIED COPY OF DEATH CERTIFICATE OF SPOUSE, CERTIFIED COPY OF DIVORCE DECREE, CERTIFIED COPY OF MARRIAGE RECORD, CERTIFIED COPY OF PARENT'S BIRTH RECORD, CERTIFIED DEATH CERTIFICATE, CERTIFIED LETTER FROM INSTITUTION OF LEARNING, COURT ORDER, FEDERAL CENSUS, FUNERAL DIRECTOR'S WORKSHEET, LETTER FROM DEPARTMENT OF DEFENSE, LETTER FROM EMPLOYER ON COMPANY LETTERHEAD, LETTER FROM FUNERAL DIRECTOR/LICENSEE ON LETTERHEAD, LETTER FROM PLACE OF DISPOSITION, MEDICARE OR MEDICAID CARD, MORTGAGE/LEASE AGREEMENT, NEGATIVE STATEMENTS FROM STATE OR NOTARIZED TRANSLATION, PASSPORT, PRONOUNCEMENT FORM, SIGNED INFORMANT WORKSHEET FOR CERTIFICATE OF DEATH, SOCIAL SECURITY CARD/LETTER FROM SSA, STREET LISTING, TAX FORM, VOTER REGISTRATION, and OTHER. The 'OTHER' option is at the bottom of the list. The form also includes fields for 'Document info' and 'Date original document was made (MMDDYYYY)' for each evidence entry. At the bottom right, there are 'Finish' and 'Cancel' buttons.

## Evidence Supplement for Amendments in VIP EDRS

The following depicts the evidence options listed in EDRS for a Medical Amendment:  
Your first selection cannot be "Other." These lists are editable by the Registry. Contact the Registry if your evidence is not in the list.

The screenshot displays the 'Evidence' section of the VIP EDRS system, titled 'I Supporting Docs:'. It contains seven evidence entry forms, labeled Evidence (1) through Evidence (7). Each form has a 'Type of evidence' dropdown menu, a 'Document info' text area, and a 'Date original document was made (MMDDYYYY)' text field. Evidence (1) has a dropdown menu open, showing a list of evidence types: ADDENDUM TO CERTIFICATE OF DEATH, CERTIFIED COPY OF MEDICAL RECORD, CERTIFIED LETTER FROM THE MEDICAL EXAMINER, CERTIFIER WORKSHEET, COURT ORDER, FAX ATTESTATION FORM, NOTARIZED STATEMENT FROM PHYSICIAN, PRONOUNCEMENT FORM, MEDICAL EXAMINER UPDATE, and OTHER. The other evidence forms (2-7) have their dropdown menus set to 'Select'. The interface is running in a Windows Internet Explorer browser window, with a taskbar at the bottom showing various application icons.

Both lists combined are listed for the Fax Cover Sheet Evidence Selection

## Evidence Supplement for Amendments in VIP EDRS

### Remember to Document the Deponent on the Evidence Page

To ensure that the deponent information prints on the back side of the death certificate, enter the deponent information in the following format as the last piece of Evidence, type = Other.

The screenshot shows a web form titled "Evidence" with a purple header. Below the header is a tab labeled "1 Supporting Docs". The form contains two sections, "Evidence (1)" and "Evidence (2)". Each section has three fields: "Type of evidence" (a dropdown menu), "Document info" (a text area), and "Date original document was made" (a text box with a label "(MMDDYYYY)" below it).

Evidence (1)	Evidence (2)
Type of evidence: CERTIFIED COPY OF BIRTH RECORD	Type of evidence: OTHER
Document info: CERTIFIED COPY OF GERMAN BIRTH CERTIFICATE.	Document info: DEPONENT: MARGOT MILLS, DAUGHTER. 123 ELM ST., RUSSELL, MA 01721.
Date original document was made: 06/04/2010	Date original document was made: 08/23/2014

If you have more than one deponent, enter that information as another Evidence in the list.

## Evidence Supplement for Amendments in VIP EDRS

### Section2: Appropriate Evidence List

Required evidence is listed in order of precedence. Contact the Director of Registration, Alex Forman, if you are presented with evidence for an amendment that is not listed and you wish to use it to create an amendment.

This list is for use when the clerk of occurrence is amending the record. In EDRS, the Medical Examiner's Office will amend records that were certified by the OCME electronically. If the Medical Examiner amends the record, you will not receive evidence. The record will be available in the Death: Register Amend Queue.

## Evidence Supplement for Amendments in VIP EDRS

Item	Evidence	Comments
To correct decedent name	<ol style="list-style-type: none"> <li>1 Voter Registration for year of death.</li> <li>2 Town, City or Federal Census for year of death</li> <li>3 Federal or Mass Tax Form for year of death</li> <li>4 Medicare or Medicaid card</li> <li>5 Excise Tax for year of death</li> <li>6 Signed Informant Worksheet for Certificate of Death</li> <li>7 Funeral director's worksheet</li> </ol>	Birth and Marriage records are not appropriate since names change over time. These vital records are too far removed from the death to be used as evidence.
To correct Surname at Birth or Adoption	<ol style="list-style-type: none"> <li>1 Certified copy of birth record</li> <li>2 Certified copy of adoption certificate</li> </ol>	
To correct Sex	<ol style="list-style-type: none"> <li>1 Notarized statement from physician</li> <li>2 Signed Informant Worksheet for Certificate of Death</li> <li>3 Funeral director's worksheet</li> <li>4 Certified copy of medical record</li> </ol>	<p>If this is a transgender individual, please contact the Registry.</p> <p>Tab 1 and Tab 6 of the electronic death record can be different.</p>
To correct Date of death	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Pronouncement form</li> <li>4. Notarized statement from physician.</li> <li>5. Certified medical records from the hospital/nursing home</li> </ol>	You must still obtain medical certification regardless of the evidence used.
To correct Place of Death	<ol style="list-style-type: none"> <li>1. Pronouncement form</li> <li>2. Notarized statement from physician or medical examiner completing the death certificate</li> <li>3. Certified medical record from the hospital/nursing home where the death occurred</li> </ol>	If it is impossible to get a notarized statement from the physician, a letter from the physician on his letterhead will be considered. Call the Registry.
To correct decedent Social security number	<ol style="list-style-type: none"> <li>1. Social Security Card</li> <li>2. Letter from Social Security on letterhead</li> <li>3. Medicare or Medicaid Card</li> <li>4. Federal or Mass Tax Form</li> </ol>	
To correct Veteran status	<ol style="list-style-type: none"> <li>1. Letter from the Department of Defense</li> <li>2. Discharge papers</li> </ol>	



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Item	Evidence	Comments
To correct Ethnicity of decedent	<ol style="list-style-type: none"> <li>1. Signed Informant Worksheet for Certificate of Death</li> <li>2. Funeral director's worksheet</li> <li>3. Informant Affidavit</li> <li>4. Certified copy of marriage record</li> <li>5. Certified copy of birth record</li> <li>6. Certified copy of medical records</li> </ol>	
To correct race of decedent.	<ol style="list-style-type: none"> <li>1. Signed Informant Worksheet for Certificate of Death</li> <li>2. Funeral director's worksheet</li> <li>3. Informant Affidavit</li> <li>4. Certified copy of marriage record</li> <li>5. Certified copy of birth record</li> <li>6. Certified copy of medical records</li> </ol>	
To correct Decedent's Education	<ol style="list-style-type: none"> <li>1. Certified letter from the highest grade of the institution of learning.</li> <li>2. Signed Informant Worksheet for Certificate of Death</li> <li>3. Informant Affidavit</li> </ol>	
To correct age	<ol style="list-style-type: none"> <li>1. Certified copy of Birth Certificate.</li> <li>2. Certified Hospital Medical Record</li> <li>3. Passport</li> <li>4. Immigration/Naturalization Papers</li> <li>5. Funeral director's (Informant) worksheet</li> </ol>	
Date of Birth	<ol style="list-style-type: none"> <li>1. Certified copy of Birth Certificate.</li> <li>2. Passport</li> <li>3. Immigration/Naturalization Papers</li> <li>4. Hospital Medical Record</li> <li>5. Funeral Director's (Informant) worksheet</li> </ol>	
Birthplace	<ol style="list-style-type: none"> <li>1. Certified copy of Birth Certificate.</li> <li>2. Passport</li> <li>3. Immigration/Naturalization Papers</li> <li>4. Funeral Director's (informant) worksheet</li> </ol>	

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Item	Evidence	Comments
Marital status	<p>Some of the possible evidence to change Marital status includes the following. Contact the Registry to discuss the particular case.</p> <ol style="list-style-type: none"> <li>1. Certified copy of marriage record.</li> <li>2. If in another language a notarized translation is required.</li> <li>3. Certified copy of Divorce Decree and /or death certificate for each previous marriage.</li> <li>4. Negative Statements from the Registry of Vital Records and if on the border Negative Statements from that state also.</li> <li>5. If from out of the country, certified negative statements from that country and a notarized translation.</li> <li>6. Negative statement from the time of the divorce to the new marriage.</li> <li>7. Signed Informant Worksheet for Certificate of Death</li> </ol>	<p>If the Deponent is different from the Informant, write to the Informant and allow 30 days for the Informant to respond before completing the amendment.</p>
Last Spouse	<p>Some of the possible evidence to change Last spouse includes the following. Contact the Registry to discuss the particular case.</p> <ol style="list-style-type: none"> <li>1. Certified copy of Marriage Certificate. If from another country, a notarized translation will be required.</li> </ol>	<p>If the Deponent is different from the Informant, write to the Informant and allow 30 days for the Informant to respond before completing the amendment.</p>
Usual Occupation	<ol style="list-style-type: none"> <li>1. Letter from employer on company letterhead.</li> <li>2. Town or Federal Census</li> <li>3. Federal 1040 Tax Form</li> <li>4. Signed Informant Worksheet for Certificate of Death</li> <li>5. Informant Affidavit</li> <li>6. Funeral Home Worksheet</li> </ol>	
Industry	<ol style="list-style-type: none"> <li>1. Letter from the employer on company letterhead</li> <li>2. Signed Informant Worksheet for Certificate of Death</li> <li>3. Informant Affidavit</li> <li>4. Funeral Home Worksheet</li> </ol>	

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Item	Evidence	Comments
Residence and Zip Code	<ol style="list-style-type: none"> <li>1. Street Listing</li> <li>2. Voters Registration</li> <li>3. Federal Census</li> <li>4. Excise Tax</li> <li>5. Federal or State Tax Form</li> <li>6. Mortgage</li> <li>7. Copy of Lease or rent receipt</li> <li>8. Funeral director's (Informant) worksheet</li> <li>9. Signed Informant Worksheet for Certificate of Death</li> </ol>	
Father-Full Name	<ol style="list-style-type: none"> <li>1. Certified copy of decedent's birth record</li> <li>2. Certified copy of father's birth record</li> <li>3. Immigration/naturalization papers</li> <li>4. Passport</li> <li>5. Marriage record</li> <li>6. Funeral director's (Informant) worksheet</li> </ol>	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.
Father City/Town & State of Birth or Country of Birth	<ol style="list-style-type: none"> <li>1. Certified copy of decedent's birth record</li> <li>2. Certified copy of father's birth record</li> <li>3. Immigration/naturalization papers</li> <li>4. Passport</li> <li>5. Marriage record</li> <li>6. Funeral director's (Informant) worksheet</li> </ol>	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.
Mother Name	<ol style="list-style-type: none"> <li>1. Certified copy of decedent's birth record</li> <li>2. Certified copy of mother's birth record</li> <li>3. Immigration/naturalization papers</li> <li>4. Passport</li> <li>5. Marriage record</li> <li>6. Funeral director's worksheet</li> <li>7. Signed Informant Worksheet for Certificate of Death</li> <li>8. Informant Affidavit</li> </ol>	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.
Mother City/Town & State of Birth or Country of Birth	<ol style="list-style-type: none"> <li>1. Certified copy of decedent's birth record</li> <li>2. Certified copy of Mother's birth record</li> <li>3. Immigration/naturalization papers</li> <li>4. Passport</li> <li>5. Marriage record</li> <li>6. Funeral director's worksheet</li> <li>7. Signed Informant Worksheet for Certificate of Death</li> </ol>	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.

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Item	Evidence	Comments
Informant's Name	<ol style="list-style-type: none"> <li>1. Funeral Director's (Informant) worksheet</li> <li>2. Signed Informant Worksheet for Certificate of Death</li> <li>3. Informant Affidavit</li> <li>4. Court order</li> </ol>	The informant is the person who gives the funeral director the personal information that is needed to complete the death certificate. The informant cannot be changed.
Mailing Address of Informant	<ol style="list-style-type: none"> <li>1. Street Listing</li> <li>2. Voter Registration</li> <li>3. Federal Census</li> <li>4. Excise Tax</li> <li>5. Federal or State Tax Form</li> <li>6. Mortgage</li> <li>7. Copy of Lease or rent receipt</li> <li>8. Funeral director's (Informant) worksheet</li> <li>9. Signed Informant Worksheet for Certificate of Death</li> <li>10. Informant Affidavit</li> </ol>	
Relationship	<ol style="list-style-type: none"> <li>1 Funeral director's (Informant) worksheet</li> <li>2 Signed Informant Worksheet for Certificate of Death</li> <li>3 Certified copy of birth record</li> <li>4 Certified copy of Marriage record</li> <li>5 If attorney, a certified statement on letterhead stationery</li> </ol>	
Method of Immediate Disposition	<ol style="list-style-type: none"> <li>1. Letter on letterhead from the place where the disposition was supposed to take place stating that the disposition did not occur</li> <li>2. Letter on letterhead from the place of disposition stating that the disposition did take place</li> <li>3. If a paper burial permit is correct, burial permit</li> </ol>	
Funeral Service Licensee and License # or other designee	<ol style="list-style-type: none"> <li>1. For the spelling or correcting of the funeral service licensee name, provide a letter on funeral director's letterhead</li> <li>2. For the license number a true copy attest of the funeral directors license.</li> <li>3. True Attest Copy of a Printout from the Board of Registration License Lookup</li> </ol>	Send an email to the Registry to ensure that the EDRS database is correct.

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Item	Evidence	Comments
Place of Disposition and Location	<ol style="list-style-type: none"> <li>1. Letter on letterhead from the place where the disposition was supposed to take place stating that the disposition did not occur.</li> <li>2. Letter on letterhead from the place of disposition stating that the disposition did take place.</li> <li>3. If a paper burial permit is correct, burial permit.</li> </ol>	
Date of Disposition	<ol style="list-style-type: none"> <li>1. Letter on letterhead stationery from the place of disposition stating the date of disposition.</li> <li>2. If a paper burial permit is correct, burial permit.</li> </ol>	
Name and Address of Facility or other Designee	<ol style="list-style-type: none"> <li>1. Letter on letterhead stationery from funeral director</li> <li>2. Funeral director's (Informant) worksheet</li> <li>3. Signed Informant Worksheet for Certificate of Death</li> </ol>	<p>The funeral director or other designee listed in must be associated with this facility.</p> <p>Send an email to the Registry to ensure that the EDRS database is correct.</p>
Cause of Death, Intervals, and Other significant conditions contributing to death	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Notarized statement from the listed attending physician, certifying physician or medical examiner.</li> <li>4. Certified medical records from the hospital/nursing home.</li> <li>5. Death Certificate Certifier Worksheet</li> </ol>	<p>You must still obtain medical certification regardless of the evidence used.</p> <p>If this is an ME Case, the amendment must be started by the ME.</p>
Was Autopsy Performed? Were Autopsy findings available prior to completion of cause of death?	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Notarized statement from the listed attending physician, certifying physician or medical examiner.</li> <li>4. Certified medical records from the hospital/nursing home.</li> <li>5. Death Certificate Certifier Worksheet</li> </ol>	<p>You must still obtain medical certification regardless of the evidence used.</p> <p>If this is an ME Case, the amendment must be started by the ME.</p>

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Item	Evidence	Comments
Medical Examiner Notified	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Notarized statement from the listed attending physician, certifying physician or medical examiner.</li> <li>4. Certified medical records from the hospital/nursing home.</li> <li>5. Death Certificate Certifier Worksheet</li> </ol>	<p>You must still obtain medical certification regardless of the evidence used.</p> <p>If this is an ME Case, the amendment must be started by the ME.</p>
Manner of Death	If the case is not an ME Case, the Manner of Death should not be amended. The Manner of Death should be "Natural" for all non-ME certified records.	If this is an ME Case, the amendment must be started by the ME.
Injury Information	If the case is not an ME Case, the Injury information should be blank.	If this is an ME Case, the amendment must be started by the ME.
Date Signed	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Notarized statement from the listed medical certifier.</li> </ol>	<p>The date of Death on the Pronouncement form can be different from the Date Signed on the electronic death record.</p> <p>If this is an ME Case, the amendment must be started by the ME.</p>
Hour of Death	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Pronouncement Form</li> <li>4. Notarized statement from the certifier or other physician in charge of the case</li> </ol>	Approx. Time of Death is the Medical Examiner field to document hour of death and must be started by the Medical Examiners.
Information about the Certifier and Physician in charge of patient's care	<ol style="list-style-type: none"> <li>1. Fax Attestation Form signed by offline certifier.</li> <li>2. Certification in EDRS by online certifier.</li> <li>3. Notarized statement from the listed medical certifier.</li> </ol>	If this is an ME Case, the amendment must be started by the ME.
Pronouncement Form Information	<ol style="list-style-type: none"> <li>1. Pronouncement Form.</li> <li>2. Notarized statement from the listed pronouncer.</li> </ol>	

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Item	Evidence	Comments
Date Burial Permit Issued	1. A true copy attests of the burial permit. 2. Notarized statement on letterhead stationery from the burial agent.	Do not start an amendment for burial permit information. Contact the registry to discuss modifying this information.
Registered Number		If the Registry has not yet registered the record you may perform an Adjustment (not an amendment). Contact the Registry with any questions.

\* All signatures on evidence must be in permanent black ink.

\*\* Evidence other than original must have “true copy attest” on reverse side.

\*\*\* Any evidence not in English must have a notarized translation.